

CONFERENCE NOTES

Q&A

DRAFT

Washington State Health Care Authority

Health Record Bank (HRB) Grant Solicitation Conference Meeting Notes and Answers to Questions

Thursday, May 22, 2008

General Meeting Information

Collected Names and Organizations of Phone and In-Person Participants

Review of Goals

Questions Will be Acknowledged; Answers Only Posted to the Web (No Direct Responses to Questioners)

Context and Background for Solicitation:

SSB 5064

E2SSB 5930

Background and Goal – a “Proof of Concept”:

- Will Consumers Use It?
- Will it Bring Value to Providers?
- Can We Prove that this Concept is Viable?
- Goal is a Scaled-Down HRB

Web Site: www.hca.wa.gov/hit

Grant Application Section Reviewed & Questions Asked		HCA Comments or Responses
I.	Overview:	No Questions.
II.	Timeline:	No Questions.
III.	Eligible Recipients:	No Questions.
IV.	Number and Size of Awards:	No Questions.
V.	Letter of Intent (LOI):	Please submit one even if late. No penalty to submit a late LOI. It helps state staff plan for numbers of evaluators.
	a. Who should submit the LOI?	The non-profit who applies for the grant.
	b. Will LOI's be available on web site?	No.
	c. How can vendors partner with communities?	Communities have for the most part already aligned them selves with partners or are currently determining how to work with partners.

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d. Post vendor info: name, contact info, one sentence.	<ul style="list-style-type: none"> HCA will permit vendors wishing to post a brief summary of their organization and capabilities with contact information. Vendors must submit their information to HCA in a format acceptable to HCA and will be limited to no more than 250 words or approximately 3 – 4 sentences. These may be submitted to: Annette.Burgin@hca.wa.gov. HCA will also ask Applicants that submit an LOI if they wish for their information to be posted on the website and they must also agree to be contacted by vendors.
VI. Grant Solicitation Conference & Q&A Period:	No Questions.
VII. General Guidelines:	No Questions.
VIII. Background:	No Questions.
	<ul style="list-style-type: none"> The HCA, HIIAB, and stakeholders have arrived at a vision of what a HRB might look like and what it should do. Consensus has been reached on the concept, requirements and specifications for such an entity. HCA is not looking for and does not wish and will not consider different variations or ideas about what a HRB should look like that are materially different from what is described and solicited for.
Checklist	
a. Is the LOI mandatory?	No. There is no penalty for submitting a late LOI. An LOI is encouraged to assist in logistics and planning.
b. Is attendance at the conference mandatory?	Attendance at the grant solicitation conference is not mandatory. However, applicants that do not attend are responsible for the information and/or instructions provided at the conference.
IX. Project Goals:	No Questions.
X. Definitions:	
a. (#5) Enrolled Target Population. Is this the range desired for a pilot?	<ul style="list-style-type: none"> The emphasis is on the quality of the enrollment and what enrollees do with their health information. The range of 2,500 to 5,000 is encouraged and has been provided as a guideline that HCA think is reasonable and reflects prudent stewardship of this public investment. The range of enrollment is negotiable if the guideline range encouraged is not attainable and the applicant presents a compelling reason for why the enrollment level should be adjusted below that threshold.
b. (#13) Reasonable and meaningful percentage. Is there a required formula for this?	No set formula except for the guideline provided in the grant solicitation in the definitions section.
c. (#15) Target Consumer Population. Is there a required target population?	No set formula.
	In all cases above, we need enough people to justify generalization of lessons learned.
XI. Project Requirements:	Anticipated questions and guidelines:
a. (#2) View and Print Function	In this requirement, applicants may provide an example of what this looks like.
b. (#3) Plans for Use in Pilot Phase?	In this requirement, applicants may provide an example of how this would work and how it would be used.

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c. (#4) Format of Printed Information	Applicants may provide a diagram and explain the workflow to satisfy this requirement.
d. (#5) When will Marketing Materials be Made Available? At what cost?	<ul style="list-style-type: none"> • The Consumer Provider Engagement Committee (CPEC) / www.Accessmyhealth.org will provide assistance to pilots with surveys and share other technical expertise on consumers. Pilots will be asked to participate and have input into subsequent surveys. • To the extent that HCA/CPEC produces collateral messaging and other materials, these will be shared and provided to pilots. HCA and CPEC will not produce materials for pilot sites, but will share collateral marketing and other communications material at no cost. Pilot sites, however, must include a marketing materials production in their budgets. • Other committees and subcommittees such as the Technical and Design Committee, the Policy, Organization and Governance Committee, Privacy and security Subcommittee and Financial sustainment Subcommittee will also collaborate with pilots. • A specialized consultant pool contracted by HCA will also be available in the event that HCA, committees, and pilots need additional resources in key technical areas.
e. Will the general public be informed of project?	<ul style="list-style-type: none"> • HCA and CPEC intend to provide general press release and other information to inform the public of this project. Pilot sites should coordinate press releases, op-eds and other media coverage with HCA.
f. Who will pay for marketing expenses?	Pilot sites must include a marketing materials production in their budgets.
g. What communication venues will be used for HRB information?	General population is the target; HCA and CPEC plan to utilize press releases, op-eds by HIIAB and other supporting stakeholders and a web site.
h. Will HCA provide marking tools in multi-lingual formats?	Yes, but not sure how many languages, will need input from pilot sites as the project takes shape and we can assess the need.
i. (#6) Applicant Must Already Have Available all or nearly all of the needed technology.	<ul style="list-style-type: none"> • This section is addressed proactively as a reminder to applicants that HCA discourages interested entities in starting from scratch or ground zero. • Most of the technology or resources required should be in place or partnerships developed quickly with others familiar with the vision and concept in order to move into a quick development mode. • It is expected that the project funding will likely not be primarily for technology but community development and activation.
j. (#7) (a) Authentication: Physical Security of Data Must Meet Industry Standards.	Examples of this requirement are: ISO/IEC 27001, HIPAA security rule.
k. (#7) (c) Data Transmission To and From HRB Must be Encrypted to Industry Standards.	Example: Federal data encryption standards (DES).
l. (#7) (e)(ii) Identity verified?	Applicant should describe how they plan to do this.
m. (#7) (e)(iii) Information Sharing Agreement Executed.	Applicant should tell us how these are executed and with whom
n. Will we receive feedback if we have a shortfall in the data standards we submit?	<ul style="list-style-type: none"> • Yes. HCA with assistance from reviewers and other technical experts will assess standards. • Applications that are otherwise considered for selection as a pilot site will have an opportunity to receive feedback and recommendations on any shortfalls identified. • Additionally, HCA also reserves the right to require common use of standards to the extent possible.

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XII. Review Process:	
a. Review process by HCA Staff	HCA reserves right to ask you to correct clerical errors in the applications only. We understand that sometimes there may be inadvertent and unintended clerical omissions and do not wish to penalize an otherwise sound application. This is only with regard to minor administrative or clerical aspects of the application.
b. Outside Reviewers	<ul style="list-style-type: none"> It is important to mention that it is essential to build and submit a solid, well written and well thought out proposal that addresses all of the requirements clearly and succinctly. Remember that each application will be reviewed by external evaluators. DO NOT assume they know about you; or of any initiatives or projects that you have undertaken for which you may be well known here in Washington State. Evaluators will ONLY see and know about what is in your proposal and score the proposal on its own merits. It is vital to have a well-written proposal.
c. What is the Point System on the Initial Merit Review?	Note that the merit review is worth 100 points total.
d. Applications that are Not Competitive:	In the initial merit review, applications that are not deemed to be competitive will be triaged out and not considered for the second review.
e. A Secondary Review will be held by:	HCA and Other State Staff will perform the secondary review as outlined in the solicitation.
XIII. Merit Review Criteria:	
a. If two projects with high point scores - are nearly identical - how will decision be made?	Funding may be split. Goal is balance of approaches, populations, geography, etc.
b. What if a project doesn't score as high in Technical Merit, but scores high in Consumer Merit? How does that get scored?	The proposals will be scored in accordance with the evaluation criteria specified in the solicitation. An application with low technical merit and high consumer merit will be scored accordingly. In the secondary review, such an application may still be seriously considered for funding if its overall score is sufficiently high and it meets specific programmatic objectives, such as geographic balance and diversity of approaches as stated in the solicitation. While this is a hypothetical example, the application must in fact demonstrate the capability of providing a substantial amount of functionality. There must be a sufficient amount of "technical merit" to be considered feasible.
XIV. Pre-Award Process:	
a. Will HCA reduce budget if needed, to reduce awards?	Yes, this will be part of the negotiation phase with pilot sites if needed.
b. HCA will provide template for budget page.	<ul style="list-style-type: none"> The budget page template is provided on HCA's web site. Please try to adapt your budget items into the categories provided and contact us with questions or issues you may have in using this. Use second budget page for matching contributions Indirect Costs Limited to 10% of Direct Costs Outside Funding by Itself Does Not Gain More Points
XV. Post-Award Requirements	
a. (#8) Public Disclosure Laws	In the event that there may be a need to disclose proprietary data, HCA will utilize state rules to protect proprietary information. Please mark any aspects of your application that are proprietary in nature.

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XVI. Proposal Content Guidelines	HCA will notify you by e-mail to acknowledge receipt of your grant solicitation upon receipt.
XVII. DIS Notice	Please note that if you are already subject to the policies and standards of the Information Services Board (ISB) that receives a grant as a result of Application you must continue to comply with those policies and standards.
XVIII. Statement of Assurances	
Administrative Information	<ul style="list-style-type: none"> • Electronic submission of the Statement of Assurances may be sent in by fax or PDF. • Must sign, date, and submit the Statement of Assurances electronically at the time of sending your application to: Annette.burgin@hca.wa.gov.
XIX. Other Questions:	
a. What kind of technical support can pilots expect?	Please see response in section XI (d) above.
b. Can pilots access the consultant pool?	<ul style="list-style-type: none"> • If specific, unique situation that cannot be addressed except by use of the HCA consultant pool, then HCA will use that resource. • Pilots cannot plan on use of these consultants unless specified in their application and approved by HCA.
c. What happens after the pilots?	<ul style="list-style-type: none"> • Provide information to guide future efforts and present to Legislature. • There may be additional funding, but not known at this time.
d. Are marketing materials available yet?	<ul style="list-style-type: none"> • No. Anything available up to the time of award will be available to pilots. • Content can be reused, but printing costs must in general be borne by pilots.